

Defense Travel System

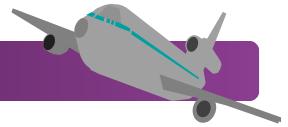


Defense Travel Administration (DTA) Overview

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What is the DTA?

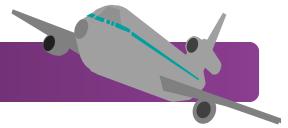


- ✓ **“Administration”** not **“Administrator”**
- ✓ **Current Command Functions**
- ✓ **Future Command Functions**





Roles and Responsibilities



- ★ **DTA manages travel at the organizational level**

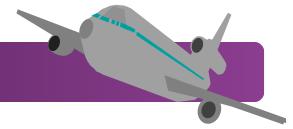
Responsibilities include:



- ① **Input and maintain personal profiles for the organization**
 - Initial load
 - Financial information
- ② **Establish, review, and update the organization's checkbook**
- **Retrieve data, generate reports, or review reports from the CUI/MIS or the Archive/MIS**



Roles and Responsibilities

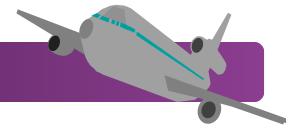


- ④ **Install and remove the Defense Travel System client software**
- **Protection of Privacy Act Data**
- **Organization's POC for reporting/correcting problems - "Help Desk"**
- ⑦ **Quality assurance evaluation**
- ⑧ **Communication campaign focal point**

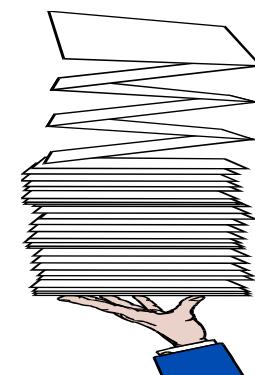




DTA and Public Key Infrastructure (PKI)

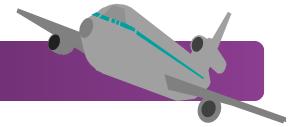


- ✓ **Designate personnel from the organization eligible for certificates**
- ✓ **Provide a list of travelers and AOs to the PKI Certification Authority**





Choosing DTAs



✓ Personnel Data

- **Travelers and AO identification**
(includes organizational information)
- **Relationship between AOs and travelers**



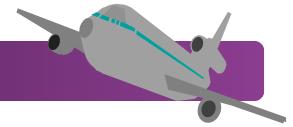
✓ Financial Data

- **Checkbooks and balances**
- **Link checkbooks with lines of accounting**
- **Link checkbooks with AOs**





Choosing DTAs



- ✓ **Information Technology**
 - Knowledge of automated systems
 - Capability to download data and generate/review reports

- ✓ **Digital Signature Certificate**
 - List of travelers and AOs
 - Forward for PKI signature

